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19 July 1968

**MEMORANDUM FOR:** Chief, Support Services Staff, DDS

**SUBJECT** : Semiannual ADP Management Report

**REFERENCE** : Memo dtd 19 June 68 to DTR from C/SSS/DDS,  
subj. same

1. The formats provided in the attachment appear to have limited application for an office such as OTR which possesses no hardware. We have, however, noted certain applications of possible significance in the attachment. Your reaction to the usefulness of these items would be appreciated as guidance for future submissions.

2. If any questions arise, please contact [redacted]

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[redacted]  
Registrar, Office of Training

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Attachments - nsa

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- I. A. Category: Agencywide  
Subcategory: Training  
Element: Statistical Report "Stockholder's Report"  
System Description: A semiannual statistical training report by Components comparing two years of training by categories indicating students and student days.

B. Benefits

Manpower: Approximate 30 man days each year

Dollars: Approximate \$2,620 each year

Service: More timely response, more concise report, wider distribution

Achievement: See Benefits

Benefits: Distribution can be made to all Components indicating only the portion that they are concerned with. Selected information can more readily be extracted.

Plans for the future.

Additional tables will have to be established to support the categories and subcategories to be used in the "stockholders" report.

- II. A. Category: Agencywide

Subcategory: Training

Element: Report of compliance with EOD Reg. [redacted]

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Systems Description: A report by Office and Components listing employees who have not complied with

[redacted] Reg. [redacted] (Those who have not taken the required courses - Introduction to Intelligence and Introduction to Communism). A statistical report for the Executive-Comptroller showing non-compliance by Directorates.

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B. Benefits

Manpower: Approximately 3 man days initially and 3 man days each quarter

Dollars: \$256 initially, \$96 each quarter

Service: Shorter time period, more accurate and neater report, multiple copies without effort

Achievement: This is a required report that can be handled with ease by the computer, on a quarterly basis.

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II. B. Benefits (continued)

Benefits: Each Component will have, for their convenience, a list from which to schedule employees to comply with Reg.

[redacted]

III. A. Category: Training

Subcategory: Language

Element: Statistical Report

System Description: A numerical tabulation of language training for two selected periods used for comparison. The report was by Office or Division listing all languages. It was needed to provide statistics for a report to the Executive - Comptroller.

B. Benefits

Because of the time factor this report could not have been produced manually. It provided the Office of Training with the necessary information to prepare an analysis of language training requested by the Executive-Comptroller.

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